

Staff Assistant II

General Statement of Duties

This position is responsible for all aspects in the preparation and processing of monthly pension payroll.

Distinguishing Features of This Classification

Work involves the supervision and the preparation of all retirement payrolls each month to ascertain the accuracy of the calculations and to apply the provisions of MGL c. 32 and PERAC regulations to regular compensation and other miscellaneous wage and compensation stipends as they pertain to the preparation of pension payrolls.

Examples of Work (Illustrative only - the omittance of any example of any work does not necessarily exclude that work or duty from being performed by any employee in this classification.)

- Reviewing, checking and verifying payroll entries to insure compliance with rules, regulations, and laws.
- Verifying figures and calculations in order to ascertain uniformity in the application of these rules, regulations or ordinances among the various departments as they relate to the pension payroll.
- Assist in resolving, together with the PERAC and Personnel Department, any discrepancies or variations in practices detected.
- Year End 1099R reconciliation and issuance.
- Payroll changes to deductions.
- Processing Member Estimate Requests
- Processing Member Buyback Requests
- Performing related work as required.

Required Knowledge, Abilities and Skills

- Ability to learn considerable knowledge of rules, regulations, laws and ordinances relating to pension payroll procedures and fringe benefits.
- Ability to learn considerable knowledge of salary computations and calculations.
- Ability to read and interpret written and numerical data rapidly and accurately.
- Ability to supervise clerical assistants.
- Ability to communicate with PERAC and personnel in other departments.
- Ability to write clearly and accurately.

ACCEPTABLE EXPERIENCE and TRAINING

- Graduation from a standard high school
- Other combinations of experience and training that provide the required knowledge, abilities and skills will be considered.
- Knowledge of computer / software use (including Excel and Word)

PREFERRED EXPERIENCE and TRAINING

- BA Degree in related field
- Experience working in Municipal Sector
- Knowledge of MA public pensions and M.G.L. Ch.32

The Salary range for this position is \$49,500 to \$65,800

M-F 8:00 a.m. – 4:15 p.m.

Please send cover letter and resume to poskel@worcesterma.gov

Application Deadline: 06/24/2022

Lisa M. Poske
Executive Secretary
Worcester Retirement Office